

2 June 1987

Executive Registry

87-2076

MEMORANDUM FOR: All DCI Area Secretaries

FROM:

[redacted]
Secretary to the Executive Director[redacted]
Secretary to the Executive Secretary

SUBJECT: Proposed Secretarial Conference

1. A two-day off-site conference for all DCI Area secretaries is being planned for the fall of 1987. This survey constitutes the first phase to measure interest in such a conference and to solicit suggestions for an agenda.

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2. Please indicate below your interest in attending and note any suggestions for agenda items to be considered for the conference. As usual, coverage of offices must be maintained, but it is hoped that as many secretaries as possible will be able to attend. There are a lot of preparations involved in planning a conference, so please return your responses to [redacted] ES, 7E12 Hqs, by 12 June 1987. If you have any questions, please contact [redacted]

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INTERESTED IN ATTENDING _____

NOT INTERESTED IN ATTENDING _____

SUGGESTIONS FOR AGENDA:

B-1014-1R